

TRAVELER INTEGRATED PROFILE SYSTEM TRIPS

FOR DEPARTMENT TRAVEL COORDINATORS

Version 1.02

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1 WEBSITE

1.1.1 Department Travel Coordinator Access

Access to the TRaveler Integrated Profile System (TRIPS) is determined by the department. Requests for Department Travel Coordinators (DTC) access must be sent by an designated Travel Coordinator or Authorized Security Contact to doa.dof.E-Travel@alaska.gov.

A DTC will primary use this system to activate traveler profiles, maintain travel arrangers, and monitor the need to add, change, or delete a travel group based on changes within the department and divisions or CTS account needs.

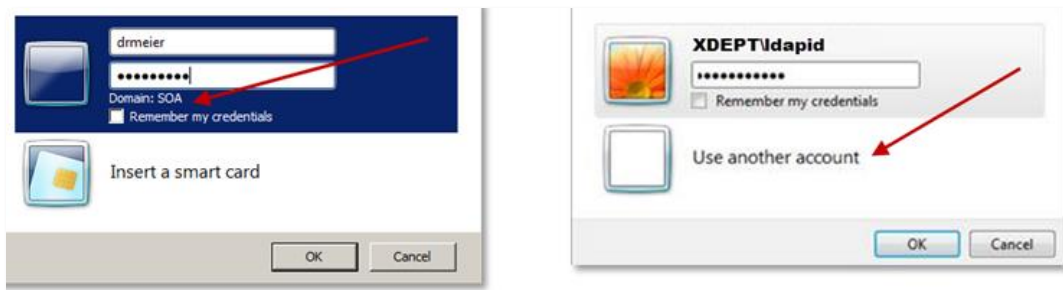
Employees not designated by the department to be a DTC are not given access to this system. An error advising an unauthorized attempt will occur. Designated DTC's should contact [E-Travel Management](#) if this error occurs upon login.

1.1.2 TRIPS Login

The TRIPS was built using statewide domain SOA. System users that normally login under a different domain will need to log into TRIPS using the SOA domain with their SOA login credentials.

The link to TRIPS is posted on the Division of Finance Travel Web page:

<https://dof.doa.alaska.gov/TRAVPROF/HOME>



2 HOME SCREEN

Upon login the system will display the Logged in User name and department(s) the user can access in this system. The Home screen will be used as a message board to provide a DTC with special alerts and other helpful travel related resources.

The menu items "Home", "Travel Employees" and "Travel Groups" should be visible from all screens as you navigate the application. The Logout button will close the browser page.

Home Travel Employees Travel Groups

Logged in User: Danielle R Meier Viewing Departments: All DOA Logout

Home.

Welcome to the State of Alaska Traveler Profile management system for Department Travel Coordinators.

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3 TRAVEL EMPLOYEES SCREEN

The Travel Employees screen is where a DTC can search, view, add, edit, or delete traveler profiles.

The department drop-down should only allow access to the DTC department. Note: E-Travel Management will have access to all departments.

To search for a travel profile, enter the employee name or Employee ID and click the **Find by Emp** button.

The search function will display all matching results when partial information is entered. For example, if a partial name or Employee ID is entered, the grid will display employees containing that sequence.

Home Travel Employees Travel Groups

Logged in User: Danielle R Meier Viewing Departments: All DOA

Travel Employee

DOA ▼ Enter partial or full name or employee id danielle Find by Emp Clear Filters Add New

EmployeeID	Dept	PCN	DivCode	First Name	Middle	Last Name	Day Phone	Email	Travel Group	LDAP Mismatch	Planner	Coordinator	SS Planner		
291018	DOA	024041	FIN	Danielle	R	Arreola	(907)465-5593	danielle.arreola@alaska.gov	DOA FIN FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
324334	DOA	024092	FIN	Danielle	R	Meier	(907)465-6534	danielle.meier@alaska.gov	DOA FIN FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete

The grid will only display employees that have a travel profile. If no results or the expected results do not display, verify the search criteria, but this indicates there is no travel profile created for the employee. (See Section 3.1 Add New).

Travel Employee

DOA ▼ Enter partial or full name or employee id bear Find by Emp Clear Filters Add New

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3.1 Add New

Employees that potentially travel three or more times a year should have their own E-Travel profile, regardless if they are a state cardholder or not. Once a travel profile has been created, encourage travelers to log into E-Travel and update their Traveler Preferences there is a document available to assist E-Travel Online users. Quick Tips for Travelers: http://doa.alaska.gov/dof/travel/resource/GT_QRG_profile.pdf.

Creating a travel profile can only be done when the employee has an active Employee ID pointing to the activating department in LDAP directory.

To create the travel profile, make note of the Employee ID. Click the **Add New** button and enter employee last name, first name, or Employee ID and click the **Find Emp** button

First find the employee to add:

Note: The grid will display all employees within the department that match the search criteria and do not currently have a travel profile. If the employee does not display in the grid, either the employee information entered is incorrect or the employee already has a travel profile.

	EmployeeID	Department	Division	PCN	First Name	Last Name
Select	3	Administration		0	Vernon A	Bear
Select	3	Administration		0	Sally	Bear

Click the **Select** link next to the employee that needs a travel profile. The Travel Employee Add form will prepopulate the employees LDAP information.

1. Select the Travel Group the employee should be associated to from the drop-down menu.
2. Check the "Purchase Authority" box **ONLY** if the employee has been given authority with their department to purchase travel for themselves. *(This is the same function as the ODF Travel Indic=A).*
3. Click the **Save** button.

Travel Employee Add

NOTE: To add this employee as a planner you must first add the employee with this form, then select EDIT in the Travel Employees list.

EmployeeID	999999
Department	Administration
Division	FIN-Systems Administration
sMAAccountName	vrbear
soaPCN	020000
soaLegalFirstName	Vernon
soaLegalLastName	Bear
soaLegalMiddleName	R
Mail	v.bear @alaska.gov
TelephoneNumber	(907)465- 5555

Employee ID

Travel Group **1**

Purchase Authority **2** ☐

Account

3

The system returns to the Travel Employee screen and displays the new traveler with pre-filled text. If this employee will be a travel arranger select the **Edit** button and add them as a planner to the applicable groups. (See Section 3.2 Edit).

3.2 Edit

There are several situations in which a travel profile may need to be edited. Search for the employee from the Travel Employee screen and select the **Edit** button.

Travel Employee

DOA	Enter partial or full name or employee id										Bear	Find by Emp	Clear Filters	Add New			
EmployeeID	Dept	PCN	DivCode	First Name	Middle	Last Name	Day Phone	Email	Travel Group	LDAP Mismatch	Planner	Coordinator	SS Planner				
999999	DOA	02	FIN	Vernon		Bear	(907)465-5555	v.bear@alaska.gov	DOA FIN FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete

Edits might be required when an employee:

1. moves to a different division within the department,
2. Purchase Authority needs to be modified,
3. has multiple state charge cards,
4. travel group changes are needed for a travel arranger.

Note: LDAP mismatch occurs. (Section 3.3 View LDAP Mismatch).

Make the applicable changes on the Edit form and click the **Save** button.

The Travel Employee Edit form provides employee LDAP information and secure group information. Greyed out fields are view only. Contact E-Travel Management if field information is incorrect.

Note: If the employee is a Shared Services travel arranger the box will be checked next to *Shared Services Planner*. This indicates the employee is a statewide travel arranger.

Travel Employee Edit

Employee ID	999999
First Name	Vernon
Middle Name	A
Last Name	Bear
Phone	(907)465- 5555
email	v.bear @alaska.gov
PCN	020000
TravelAbbr	DOA
Division	FIN
LDAP ID	vabear
Travel Group	DOA FIN FINANCE 1
Purchasing Authority	<input type="checkbox"/> 2
Shared Services Planner	<input type="checkbox"/>
Account Last Four	0000 3
	Save Cancel
Can Plan For	
Add New Travel Group	
(select)	Add 4

An employee with multiple state charge cards will trigger a notification to the DTC until the notification is suppressed on the Travel Employee Edit form. This function allows flexibility in the card data driven to online booking tool. If the employee has two separate cards, a DTC can select the card that should be in the online booking tool and suppress the notification. The card data can be changed at any time. It is an overnight process to update the booking tool. If a new travel profile is created, but the old department has not yet closed the employee card, the new department can create the travel profile with the correct department card.

To update or edit a multiple card profile, find the employee travel profile and edit.

1. Select the card from the drop-down menu that show be updated in the online booking tool,
2. Check the *SuppressAcctWarning* box,
3. Click the **Save** button.

Travel Employee Edit

Employee ID	
First Name	
Middle Name	
Last Name	
Phone	
email	
PCN	
TravelAbbr	
Division	
LDAP ID	
Travel Group	Travel Group ▼
Purchasing Authority	<input type="checkbox"/>
Shared Services Planner	<input type="checkbox"/>
Account Last Four	0000 ▼ 1
SupressAcctWarning	<input type="checkbox"/> 2
WARNING! Employee has two card accounts	
Save Cancel	

3

Can Plan For

Add New Travel Group	
(select) ▼	Add

3.3 View LDAP Mismatch

The LDAP mismatch screen displays the values in the travel system on the left and the data in the LDAP system on the right. In the following example, the user's DIVISION has changed.

There are several situations in which the LDAP update will trigger a Notification, but the travel profile will not be updated in the online booking tool.

- If the sub-agency changes, but the high level division is the same,
- if the PCN changes while still in the same high level division.
- Other situations may be added (1/30/17)

To update an LDAP Mismatch, access the employee Edit form and click the **View Mismatch** button.

It is important that the Travel Group/Clone is verified prior to the accepting the update. The list defaults to the original Travel Group/Clone Info. Then click the **Accept LDAP Data Update** button.

LDAP Mismatch

Travel Data		LDAP Data	
Employee ID	324334	Employee ID	324334
PCN	024092	PCN	024092
Division	ETS-SATS	Division	FIN-Systems Administrati
First Name	Danielle	First Name	Danielle
Middle Name	R	Middle Name	R
Last Name	Meier	Last Name	Meier

TRAVEL GROUP/CLONE INFO:

Travel Group: DOA FIN FINANCE

Choose New Travel Group: **DOA FIN FINANCE** (highlighted)

DOA FIN TP TEST

CARD ACCOUNT INFO:

I certify I have reviewed this employee's travel privileges and related data and they are now correct for the change in PCN and/or Division.

Accept LDAP Data Update

Note: If the employee name, phone, or email changes, the change is automatically updated to travel. If the employee changes departments, they are automatically deleted as a traveler.

3.4 Delete

When an employee changes departments or leaves state service, they are automatically removed from travel groups and the travel profile is deleted. If an employee no longer travels for their job, it is important that the profile is deleted by a DTC. This ensures that E-Travel Online is secure and that other departments may add the employee in situations of a pending department change.

To delete a traveler profile, search for the employee. Click the **Delete** button and a warning message will display. Click the **Delete** button to confirm or click the **Cancel** button.

Travel Employee

DOA ▼ Enter partial or full name or employee id: Bear Find by Emp Clear Filters Add New

EmployeeID	Dept	PCN	DivCode	First Name	Middle	Last Name	Day Phone	Email	Travel Group	LDAP Mismatch	Planner	Coordinator	SS Planner		
999991	DOA	02	FIN	Sally		Bear	(907)465-	s.bear@alaska.gov	DOA FIN FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
999999	DOA	02	FIN	Vernon		Bear	(907)465-	v.bear@alaska.gov	DOA FIN FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete

Logged in User: Viewing Departments: All DOA

Confirm delete of Employee 999999

Delete Cancel

4 TRAVEL GROUPS SCREEN

4.1 Travel Group Navigation

TRIPS provides the DTC with detailed travel group data. Each Travel Group is specifically created based the division CTS, shared travel group emails, and division reporting.

When a new division or CTS is being created, the DTC must contact E-Travel Management to discuss the data elements of the new division.

The Travel Group screen provides View Only access. Adding, Editing, or deleting profiles can only be done from the Travel Employee screen.

Travel Groups

Filter By DOA

Travel Group	Dept	Div	
DOA FIN FINANCE	DOA	FIN	View
DOA FIN TP TEST	DOA	FIN	View

Some of the information on the Travel Group form will help DTC's identify with generic profiles across systems.

1. The exact user name that the travel agency needs to link unused tickets to a generic profile.
2. The last name a travel arranger will use to search for a generic travel profile in E-Travel and the rural booking tool.

Travel Group (Read Only)

Travel Group Data

Travel Group	DOA TST
Generic User	DOATST 1
Generic Profile Name	TST 2
cfe_ibank	123456
cfe_deptemail	dept.travel@alaska.gov
cfe_divemail	div.travel@alaska.gov
cfe_trvldeskemail	
cfe_approval	<input type="checkbox"/>
cfe_approver_email	
cfe_approver2_email	
cfe_approver3_email	
cc_default_air	1
cc_default_hotel	1

Travelers

EmployeeID	first_name	last_name	day_phone	email
999999	Vernon	Bear	(907)555-5555	v.vernon@alaska.gov
999998	Bob	Bear	(907)555-5555	b.vernon@alaska.gov
999997	Jane	Bear	(907)555-5555	j.bear@alaska.gov

Planners

EmployeeID	first_name	last_name	day_phone	email
123456	Sally	Bear	(907)555-5555	s.bear@alaska.gov

Accounts

AcctLastFour	TravelUse	fop	fopDesc
0000	SUPERCTS	1	both

The highlighted fields are only populated for the Office of the Governor Travel Groups. They have a unique approval process.

5 CHANGE NOTIFICATIONS

DTC's will receive an email notification when LDAP or State card changes occur for their travelers. Some changes will require action by the DTC, other changes are simply a notification. Currently, the email is coming from E-Travel Management with the change list in the body of the email and the below change information. The email notification will change format and eventually be an attached excel report with traveler changes. If no report is received, no LDAP or card changes occurred.

- **Dept Change:** No action needed. The travel profile will be deleted.
- **Div Change or Div Sub Agency Change:** A division or sub agency change notification will reoccur until the LDAP mismatch is updated. When updating and accepting an LDAP Mismatch, you must verify the travel group by selecting from the drop down menu. If you do not select the correct group, the traveler or planner may not be associated with the correct groups in E-Travel Online.

- If the employee will no longer travel or plan travel then delete the profile from the Travel Employee page
- If the employee will continue to travel or plan travel you will need to edit the employee form
 1. Select the **View Mismatch** button
 2. Choose the **New Travel Group** from the drop down. Verify the group, even if the employee will remain in the same group.
 3. Accept LDAP Data Update
- **Emp card added:** No action needed. The One Card will become the default card in E-Travel.
- **Employee card dropped:** No action needed. The CTS will become the default card in E-Travel.
- **Emp has multiple cards:** Verify the card on the Edit page and select the appropriate account then click Save. Check the Suppress Warning box to stop this notification and click Save. Contact E-Travel if there should only be one card for the employee.
- **Employee Dropped:** No action needed. The employee is inactive and the travel profile will be deleted.
- **Name Change:** No action needed.
- **PCN Change:** A PCN change is a one-time notification. Verify if the PCN will continue to travel or plan and take the appropriate action.